



City of Tualatin

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AGENDA

CORE AREA PARKING DISTRICT BOARD

Wednesday, January 16, 2013 12:00 noon

City Council Chambers
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062

1. Call to Order
2. Roll Call
3. Approval of May 22, 2012 and November 14, 2012 Meeting Minutes
4. Announcements
 - 4.1 New Applicant for the Core Area Parking District Board
5. Regular Business
 - 5.1 2013 Meeting Dates
 - 5.2 Review of Committee Members Terms
 - 5.3 Budget Review - Summary-Questions
 - 5.4 K-mart area development update
6. Other Business
7. Adjournment

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CORE AREA PARKING DISTRICT BOARD MEETING OF MAY 22, 2012

MEMBERS PRESENT:	John Howorth Ryan Miller William Jordan Monique Beikman Michael Cooper William Jordan	STAFF:	Alice Rouyer Dan Boss Ben Bryant Will Harper Don Hudson Clay Reynolds Lynette Sanford
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1.0 CALL TO ORDER

Dr. Bill Jordan, Chairperson, called the meeting to order at 12:01 p.m.

2.0 ROLL CALL

Lynette Sanford took roll call.

3.0 APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2011, OCTOBER 4, 2011 AND APRIL 24, 2012 MEETINGS

MOTION BY Miller SECOND BY Howorth to approve the minutes of the September 21, 2011 CAPDB meeting. MOTION CARRIED unanimously.

MOTION BY Miller SECOND BY Howorth to approve the minutes of the October 4, 2011 CAPDB meeting. MOTION CARRIED unanimously.

As there was no quorum present, the minutes of April 24, 2012 remain unofficial.

4.0 ANNOUNCEMENTS

Ms. Rouyer introduced Dan Boss, the current Operations Director and Clay Reynolds, Maintenance Service Division Manager. The transition in management of the Core Area Parking district from Community Development to Operations will officially occur at the end of June after the FY 2012/2013 budget is approved.

5.0 REGULAR BUSINESS

- A. Update the Core Area Parking District (CAPD) Board on the Amendment to Tualatin Municipal Code (TMC) and Tualatin Development Code (TDC) removing provisions for a CAPD "Impact Fee"

Mr. Harper provided an update on the option to remove an impact fee from the Tualatin Development Code (TDC) and the Tualatin Municipal Code (TMC). The provision allowed the developer to "buy down" the required amount of parking spaces by paying a fee in lieu of constructing the parking spaces. Staff has moved forward with the Plan Text Amendment (PTA-11-12) required to implement the removal of the impact fee. It was approved by the Tualatin Planning Commission prior to being presented to City Council on April 23, 2012 where it was unanimously approved (7-0). The City Council approved the ordinance at the May 14, 2012 meeting. The TMC and TDC are now amended, making the CAPD impact fee provisions no longer available for developers in the CAPD. New development will have to provide the required amount of on-site parking. This will become effective on June 14, 2012.

Mr. Miller raised the concern that the community may view this as giving a "free ride" to developers. Mr. Harper responded that this issue was raised by a person who attended the last meeting who was concerned the program was forgoing potential income. A few of the attendees were confused about the difference between the impact fee and district tax on the individual businesses. Follow-up discussions ensued and the issues were cleared up.

Mr. Miller asked if we had documentation to avoid potential miscommunication in the future. Mr. Harper responded that there is some discussion of that in CAPDB handbook. He advised the Board members to review the handbook and suggest specific changes, which would be the required documentation.

Mr. Cooper questioned if we are in compliance with the developers. Mr. Harper and Ms. Rouyer responded that they have received their value from their payments. Mr. Boss added that a consultant looked at our inventory and stated we were ahead with our required parking spaces.

B. Update to Core Area Parking District (CAPD) Board Handbook:

Mr. Harper referenced the agenda packet which contains a short memorandum and a copy of the CAPDB Handbook with proposed revisions and updates. The handbook has not been updated since 2003.

Mr. Harper referenced the agenda which contains a short memorandum and a copy of the CAPDB Handbook with proposed revisions and updates. Proposed changes include:

- Page 2, removing the option of an "impact fee",
- Page 3, new verbiage which addresses financial issues including the lack of funding through urban renewal, removal of the impact fee, and transferring responsibility for the Core Area Parking District to Operations,
- Page 4, updating revenue sources for the District including the removal of references to the impact fees and urban renewal.

- Page 11, removing Policy 14 regarding temporary parking during the library expansion project, and
- Several other "cosmetic" changes required to update the handbook.

Ms. Rouyer referenced page 3 of the CAPDB Handbook. The end of the second paragraph defines the funding gap. She thought this would be the opportunity to add the sentence "This will not impact Operations and Maintenance revenue in any way." Mr. Harper added that the next step is Board approval of the handbook and the Council will review the changes, and then adopt them.

Mr. Cooper raised concerns about the role of the CAPDB and the lack of support from the City Council. Councilor Beikman suggested a joint session between the City Council and this Board may be helpful. After a brief discussion, the Board members agreed to meet with the City Council. A date will be forthcoming.

Ms. Rouyer asked the Board members if they are in agreement with the handbook changes. Mr. Miller stated that we should add the sentence to the second paragraph of page 3 along with the other changes listed above. MOTION by Miller, SECOND by Beikman to approve the changes in the CAPDB Handbook. MOTION CARRIED unanimously.

MOTION by Jordan SECOND by Miller to send the changes to Council. MOTION CARRIED unanimously.

C. Letter to the Core Area Parking District Board from Naiya Singh of Safe Journeys

Mr. Harper discussed a letter from Naiya Singh. She works at Safe Journeys, a business in the CAPD located at 18801 SW Martinazzi Avenue, Building A-Suite 206. This letter was written regarding the availability of long-term parking in the CAPD White Lot.

Ms. Singh raised concerns about the availability of long term parking to fit her schedule. She begins her day mid-morning and meets with clients in the early evening. In the winter, it is dark and she is concerned about her safety when she has to park away from the office. During their discussions, Mr. Harper met with Ms. Singh and offered several suggestions for close-in parking near her office. Mr. Harper presented her with the CAPDB packet, but there has been no further communication.

Discussion followed and the members were in agreement that lighting is adequate in the area and the Code requirements have been met.

D. CAPD Financial Snapshot

Mr. Bryant and Ms. Rouyer reviewed PowerPoint slides which provide an update of the CAPD Revenues and Expenses and Operating Reserve Trends. Hard copies of the PowerPoint are available.

Ms. Rouyer noted that the FY 2012/2013 data has been added to the CAPD Revenue and Expenses. Updated revenue and expenses continue to reflect that the District is not generating enough revenue to cover expenses and that we will need to continue to dip into reserves. Proposed revenue for FY 2012/2013 is \$54,200 while expenses are projected to be \$89,620. There is a new category for Capital Expenses which is budgeted at \$49,435 to cover improvements to some lots including the maintenance of the white, blue and green lots. Mr. Reynolds noted that our parking lots are in pretty good shape and we will continue to slurry seal them.

Staff and Board members reviewed the Operating Reserve Trends. \$63,153 remains in Reserves for FY 2012/2013. Going below the dotted line is unsafe, and, based on this chart, the District will be in the red beginning FY 2014/2015. There remains some discomfort with raising the Cora Area Parking tax rate during the economic downturn. At a City Council Budget Work Session several weeks ago, this situation was discussed with regard to providing a General Fund subsidy or to subsidize the cost of enforcement. Council members requested that we wait another year and then have a joint discussion on this subject.

Mr. Hudson stated that we have completed a cost-of-service study, and it was decided in April to keep enforcement in the CAPD. Administrative costs can be backfilled with the General Fund. Councilor Beikman added that the City doesn't want to be in the parking business, and she encouraged the other Board members to come up with a list of options. Ms. Rouyer added that certain private parking lots such as Fred Meyer and K-Mart have limited parking enforcement or time stipulations. Consideration could be given to either reduce or eliminate enforcement and possibly go to all long-term spaces.

Staff and Board members briefly discussed other options, and it was agreed that a meeting between the CAPDB members and the City Council would definitely be beneficial. We need to get these issues resolved and have a clear vision for the future. Councilor Beikman stated that we need to give them parameters. Ms. Rouyer added that the Board members need to be vocal to get their point across and mentioned a question to ask the Council would be if keeping the rates the same are more important than parking enforcement. The majority agreed that they need to have a list of items ready to discuss and that a meeting time of 4 or 5 pm may work better than the noon hour.

E. Program Updates

Staffing Transition to Operations: This subject has already been discussed.

Hanegan Lot Update: Ms. Rouyer stated that we are making progress on the environmental clean up on this property. The Council was supportive of having it paved, and we'll have additional information in a month or two. It costs \$100,000 to build a sub-standard lot; a full standard lot would cost \$300,000. There is currently \$45,000 available from money paid into the Impact Fee account. An option would be to pay half with these funds and other half from the Urban Renewal account.

Electronic Vehicle Charging Station: Ms. Rouyer stated that there was discussion about adding an electronic vehicle charging station. We're working with Ecotality, but don't have additional information at this time.

CAPDB Recruitment: Ms. Rouyer declared that we need new members. The members should be business owners in the Core Area Parking District. Councilor Beikman suggested sending out a recruitment letter to the business owners.

Ms. Rouyer asked for a motion to make a recommendation to the City Council to keep the FY 2012/2013 tax rate the same. MOTION by Jordan, SECOND by Cooper. MOTION CARRIED unanimously.

6.0 ADJOURNMENT

MOTION by Jordan, SECOND by Beikman to adjourn the meeting at 1:29 pm.

Lynette Sanford/Recording Secretary



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UNOFFICIAL

CORE ARE PARKING DISTRICT

MINUTES OF NOVEMBER 14, 2012

CAPD MEMBERS PRESENT:

William Jordan
Monique Beikman
Ryan Miller

STAFF PRESENT:

Clayton Reynolds
Stacy Zabransky
Sara Singer

TPAC MEMBER ABSENT: Michael Cooper and John Howorth

GUESTS: Dana Terhune

1. CALL TO ORDER:

Chair Jordan called the meeting to order at 12:09 pm.

2. ROLL CALL:

Roll call was taken.

3. APPROVAL OF MINUTES:

Bill Jordan suggested we wait until the next meeting to approve the minutes from the May 22, 2012.

4. ANNOUNCEMENTS:

4.1 Update from Tualatin Tomorrow Advisory Committee

Ms. Terhune gave a presentation on Tualatin Tomorrow Vision Plan 2011 Annual Report and Update.

Ms. Singer asked the Board if there are stakeholders not yet identified and to let her know if there are any even outside the Core Area.

5. REGULAR BUSINESS:

5.1 Summary of Joint Council & Core Area Meeting

Mr. Reynolds was hopefully to have minutes from the Joint Board and Council meeting from August available, but they are not ready yet. What was decided was for the General Fund to take over the cost of the Parking Lot Enforcement position. This budget year remains the same, the next budget year there is a \$40,000.00 difference. A worksheet was provided to the Board showing how to balance the budget, which was a summary of that Joint meeting.

These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of one year from the date of the meeting and are available upon request.

It was asked if there were reserve funds for the Hanagan Lot project. Mr. Reynolds stated that after talking to Ms. Royer there's not enough funds in that reserve to complete that project without adding to it.

5.2 White Lot Parking request to change some long-term stalls to 4 hour Mr. Reynolds stated there a verbal complaint was received to the city about the White Lot. The hair salon typically has appointments that can last as long 3.5 hours, sometimes longer. There is another business in the same area that has counseling sessions that are very long or overnight. In talking to several business owners and to Barb in Parking Enforcement and doing some surveys the city is proposing to make a section to 4-hour long-term spots. The cost for the new signage is about \$300. A discussion followed and Ms Beikman suggested changing the section instead of changing long term to shorter term.

MOTION by Miller SECONDED by Jordan to approve modification of long-term parking to four (4) hour stalls. MOTION PASSED 3-0

5.3 Yellow Lot complaint regarding only having one handicap stall and does it need to be wheelchair only?

Mr. Reynolds gave some history as to how this complaint originated. A customer at the NW College of Beauty complained about the parking spot that is wheelchair only not handicap.

After some discussion it was agreed to leave signage the way it is, but to take off the wheelchair only part of the sign. Mr. Reynolds will educate the management of NW College of Beauty about the green lot for student parking and to be more sensitive to handicap spaces.

5.4 Kmart area development, will it have any impact on Core Area District? Mr. Reynolds stated that the developer has not submitted an application to the city yet so it's not public record what the plans are for that area.

6 **OTHER BUSINESS:**

Mr. Reynolds mentioned January 16th is the next scheduled meeting.

7 **ADJOURNMENT**

MOTION BY Miller SECONDED by Beikman to adjourn the meeting at 1:08 pm
MOTION PASSED 3-0.

Stacy Zabransky, Office Coordinator